


## **Rule 3001-1. Proof of Claim.**


### **(A) Form.**

- (1) Generally.** A proof of claim shall conform to the requirements of Bankruptcy Rule 3001(a) and Local Rule 9004-1 and the Local Form “Proof of Claim”, and must be signed by the claimant or the claimant’s agent.
- (2) Computer-Coded Forms.** A proof of claim form served on a creditor by the clerk which contains the name of the creditor and includes a bar code is intended for use by that creditor only.
- (3) Attachments.** A proof of claim, including a proof based on a writing and filed pursuant to Bankruptcy Rule 3001(c), should not include more than 5 pages of attachments; however, the proof of claim must include a list or summary of any invoices or other omitted attachments that would have been included but for this page limitation. No original papers shall be attached. Interested parties requiring copies of the entire instrument upon which liability is based for claims filed pursuant to Bankruptcy Rule 3001(c) shall submit a request directly to the claimant who, without further order of the court, shall provide copies to the requesting party.

*[Comment: See Local Rules 5005-1(B)(3) (place of filing), 5005-3 (size limitation of papers, including attachments), and 5005-4 (electronic filing not permitted).]*

 2002 Amendment: Amended to eliminate the requirement that copies of written instruments upon which liability is based be filed with the claim. Instead, copies are to be provided to an interested party upon request without requiring court involvement.

**(B) Administrative Claims.** Unless accompanied by a request for payment of an administrative expense, any claim filed on an official or Local Form “Proof of Claim” alleging a § 503 administrative claim shall not be set for hearing, and instead shall be docketed on the claims register pursuant to Local Rule 3002-1(A). Requests for payment of administrative expenses shall comply with the requirements of Local Rules 1019-1(F), 2016-1(C)(2), 9013-1, 9013-3, and 9073-1.


 2002 Amendment: Amended to include cite to amended Local Rule 1019-1(F) and existing Local Rule 2016-1(C)(2) which establishes a deadline for filing administrative claims.

### **(C) Transferred Claim.**

- (1) Submission Requirements.** Any assignment or other evidence of a transfer of claim

filed after a proof of claim has been filed shall include the claim number of the claim to be transferred and must be accompanied by a copy of the proof of claim (excluding exhibits). In chapter 11 cases, any assignment or other evidence of a transfer of claim filed where no proof of claim has been filed shall include reference to the scheduled claim, including classification and amount.

- (2) **Order Not Required.** Absent any timely filed objection to the notice of transfer served by the clerk, the claim shall be, without any further order of the court, noted as transferred on the records of the court.
- (3) **Notice Not Required.** Where evidence of full or partial transfer of a claim is filed which contains the signatures of both the transferor and transferee and such evidence of transfer is filed pursuant to Bankruptcy Rule 3001(e)(4) and in accordance with the Local Rules, the clerk shall not provide notice of the filing of evidence of the transfer and no objection deadline shall be established. The transferor shall be deemed to have waived any objections to the transfer and the claim shall be noted as transferred in the records of the court.

 2002 Amendment: Amended to incorporate the provisions AO 99-6.